

MEETING OF  
THE BOARD OF LIBRARY TRUSTEES  
OCTOBER 8, 2019  
MINUTES

Location: Robbins Library Conference Room

**Call to Order**

Chair Amy Hampe called the meeting to order at 7:16 pm, and in attendance were trustees Heather Calvin, Adam Delmolino, Kathy Fennelly, Jonathan Gates, Stephen Quinlan, and Joyce Radochia. Also in attendance were Andrea Nicolay, library director, and Anna Litten, assistant library director.

**Community Time**

No members of the community were present.

**Approval of September 10 Meeting Minutes (vote needed)**

The Board reviewed the minutes of the September 10 meeting. Mr. Delmolino approved the minutes as amended, Ms. Fennelly seconded the motion. Ms. Calvin abstained. The Board approved the minutes.

**Calendar for Board of Trustees**

The Board reviewed the Calendar for the Board of Trustees. The Board discussed changes and additions to the Calendar. Ms. Nicolay will add Town Day and other events that take place outside of regularly scheduled Board meetings.

**Preliminary Discussion of FY21 Budget**

The Board discussed the budget priority request for a Fox Children's librarian position. Librarian Yvonne Coleman is retiring from Fox. Ms. Nicolay is using this opportunity to pursue adding hours to the Fox Children's librarian position ahead of the regular budget request period. Ms. Nicolay met with Deputy Town Manager Sandy Pooler and discussed the need to increase staffing at the Fox Branch library. Ms. Nicolay is scheduled to meet with Town Manager Adam Chapdelaine to discuss the need to add additional hours to the Fox Children's librarian position.

**Friends of the Library Policy Review**

The Board discussed the Friends of the Library Policy Review. Ms. Calvin motioned to repeal the Friends of the Library Policy. Mr. Delmolino seconded the motion passes. The Board repealed the Friends of the Library Policy.

### **Donations, Bequests and Gifts Policy Review**

The Board discussed the Donations, Bequests and Gifts Policy. Ms. Nicolay and Ms Calvin will work on revisions to this policy.

### **Director's Report**

Ms. Nicolay met with the Capital Planning Committee members Charles Foskett, Angela Olszewski, and Town Comptroller Ida Cody to discuss the Reimagining the Libraries budget proposals. The committee members expressed concern that not the budget request underestimated costs for the swing site, construction costs, and other costs associated with the project. The committee expressed concerns around the Fox project and the Town's Master Plan, and suggested a Select Board appointed committee may be the right next step for investigating options around developing the Fox Library project. The committee can examine funding sources, including funding for the new branch library, and possibly a multi-use building.

### **Foundation Liaison Update**

Ms. Calvin reported that the Arlington Libraries Foundation granted funds to fulfill the library's budget request. The board has two new board members, continues to make progress on website, and is looking at colors for the new logo. The ALF will host a "Friends Appreciation" cocktail hour on Oct. 22.

### **Friends Liaison Updates**

Ms. Radochia reported that the Friends of Robbins Library hosted a successful Town Day book sale and made more than \$8,000. The Friends are looking at their contract with Best Bees, planning for Books in Bloom March 27, 2020, and are planning a full schedule of upcoming events at the library. The Board received no notification of a Friends of Fox meeting. The Board discussed the Fox Thrift shop and noted that Fox Thrift is discouraging kids donations and suggesting that donors bring children's items to the Little Fox Shop.

### **Communications and Announcements**

Ms. Nicolay shared that a flat earth group has booked the Fox Community Room, and reminded the Board of the library's meeting room use policy. Yvonne Coleman's goodbye celebration is scheduled for Friday, Oct. 25 at 2:00 pm.

### **Unanticipated Items**

There were no unanticipated items.

**Date of Next Meeting: November 12, 2019**

**Adjournment (vote needed)**

Mr. Delmolino moved to adjourn. The meeting was adjourned at 9:15 p.m.

**Materials Distributed:**

- October 8, 2019 Meeting Agenda
- September 10, 2019 Meeting Minutes
- Calendar for Board of Trustees
- Fox Branch Library Snapshot
- Friends of the Library Policy
- Donations, Bequests, and Gifts Policy with Milton Public Library Gift and Donation Policy
- Director's Report, September 2019 with September Circulation Report